



## **Serving Communities and Families**

**SFC 2.3 Describe health and safety concerns relating to community and family services.**

### **Answer Key to Web Search/ Employee Handbook**

1. If you see a fire, smell a burning odor that you think is caused by a fire, or see smoke that you think is caused by a fire, activate the fire alarm, and then call Public Safety Dispatch Center.
2. When there is a tornado warning notification, seek shelter immediately. If you are on the upper floors of the building seek shelter on the lowest level or in an interior room. If you are in the outer areas of the building, move to the inner areas. Move away from windows and outside doors.
3. Any work related injury or illness, no matter how minor, must be reported to your supervisor immediately;  
1. Make sure you have your supervisor fill out an Indiana University Occupational Injury-Illness report which is used for compensation and documentation for injuries occurring on the job. The form must be submitted with 24 hours, even if medical treatment is not required;  
2. See medical treatment immediately at one of the following locations depending on the time and nature of the injury;  
4. If you or another employee is unable to escort yourself to IUPUI Health Services or the University Hospital Emergency Room due to the extent of your injury, dial 911 and request an ambulance.
4. Slips, Trips and Falls; File Cabinets, Electrical Hazards, Chemical Exposure, Ergonomics, Portable Heaters, Open Flames, Back Injuries
5. 164,000
6. Wear supportive shoes; Use lift assists; carry all movements out horizontally; always use your body weight and not your feet when pushing; Try to have most workplace deliveries placed at hip height; always keep objects in the comfort zone; Keep all loads close to and in front of the body; Keep the back aligned while lifting Maintain the center of balance; Let the legs do the actual lifting; Reduce the size of the material to keep it light, compact and safe to grasp; DO NOT use back support belts unless prescribed by your doctor.
7. NO eating, drinking and related activities in laboratories; and eye protection in laboratories.
8. The Department of Environmental Health and Safety is dedicated to preserving the health and safety of students, faculty, staff, and visitors. The Department is dedicated to preserving the quality of the overall environment of the University have minimal impact on the environment. Preservation of University assets is also an important function of the Department although secondary to protection of the health and safety of the University community.
9. The mission is accomplished by department staff providing technical guidance, compliance assistance, quality assurance, remediation, and training to the campus community, associated facilities, and the general public when appropriate.
10. Providing safe and healthy environments for those areas and personnel for whom they have supervisory or administrative responsibility, incorporating safety and health issues as an integral part of all activities at the University; being continuously cognizant of the safety and health needs of all co-workers and employees for whom they are responsible; Initiating and enforcing necessary preventive measures to control hazards; Ensuring necessary support such as engineering and administrative controls, personal protective equipment, occupational medical examinations, and local exhaust ventilation are in place and adequate for operations; Ensuring

employees are trained prior to beginning new tasks; Reporting injuries and illnesses to IUPUI Health Services; Reviewing accident and injury reports for their area; Serving as a focal point for safety and health concerns; Immediately notifying EHS when they become aware of a violation of any university, state, or federal environmental health or occupational safety rule or regulation. They must also notify EHS regarding any contact with the state and federal regulatory agencies.